



King County

ADMINISTRATIVE SPECIALIST I
DEPARTMENT OF EXECUTIVE SERVICES
Finance & Business Operations Division
Procurement & Contract Services Section
Hourly Rate Range \$13.6855 - \$17.3471
Job Announcement No.: 03LW3486
Open: 8/11/03 Close: 8/20/03

WHO MAY APPLY: This position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Teresa Sobol, M.S. EXC-ES-0720, Exchange Building 7th Floor, 821 Second Avenue, Seattle, WA 98104-1598.** Electronic applications are encouraged at teresa.sobol@metrokc.gov. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Teresa Sobol at (206) 263-3642 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](http://www.metrokc.gov/ohrm/psd/howto.html), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms can be found at <http://www.metrokc.gov/ohrm/psd/howto.html>

WORK LOCATION: 821 Second Avenue, 8th Floor, Exchange Building, Downtown Seattle

WORK SCHEDULE: This is a full time, overtime-eligible position comprising a 40-hour workweek; Monday – Friday, 8:00 a.m. – 5:00 p.m.

PRIMARY JOB DUTIES INCLUDE:

1. Under general supervision perform varied office support work in a specialty area requiring understanding of public agency contracting policies and procedures often of a regulatory nature.
2. Ability to work independently applying working knowledge of Access and/or customized procurement databases, including operating and maintenance processes.
3. Serve as liaison, providing customer service/public contact by telephone, in-person and e-mail including regularly handling difficult interpersonal relationships requiring tact, discretion, and diplomacy.
4. Advise and guide clients to existing procurement processes, policies and procedures.
5. Ability to work independently preparing and distributing complex documents, interpreting rules and guidelines and using established procurement policies and procedures, often of a regulatory nature.
6. Use MS Word, Access and Excel to generate reports, draft and compose original documents.
7. Perform tasks that require math skills and basic accounting functions.
8. Create and maintain filing/record-keeping systems.
9. Perform multiple tasks and easily change priorities;
10. Ability to work effectively and cooperatively with co-workers, management, and the general public, perform other duties as assigned.

REQUIRED QUALIFICATION, EXPERIENCE, KNOWLEDGE and SKILLS:

1. Two (2) years of general office experience with increasing responsibilities in the areas listed above to include knowledge of public agency contracting policies and procedures;
2. Experience working with a customized databases and/or procurement databases, including operating and maintenance processes.
3. Demonstrated experience understanding and executing complex verbal and written instructions
4. Excellent reading comprehension, reasoning, writing and oral communication skills are required.
5. Demonstrated customer service skills and ability to work with diverse group of customers in person and via telephone, and e-mail.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

6. Demonstrated experience developing and maintaining filing/record keeping systems.
7. Demonstrated experience handling, preparing, distributing and tracking complex documents.
8. Proficient in the use of personal computers with experience using MS Word for Windows, Access, Excel, and E-mail.
9. Initiative and accountability skills for work product are required.
10. Ability to use office machines such as copiers, facsimiles, calculators, and microfiche reader/printer; demonstrated interpersonal skills, ability to work with minimal supervision and to meet deadlines.

NECESSARY SPECIAL REQUIREMENTS: Access database skills are highly desirable. A working knowledge of county, federal, state and local grant agency procurement policies, bidding and contracting procedure is highly desirable.

UNION MEMBERSHIP: Represented by Teamster Local 117, Clerical Unit.

CLASS CODE 421201